



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CRIMINAL INTELLIGENCE ANALYST I

Job Number: 20001841

Job Code: 96350V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 04/16/1996

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level work conducting detailed research and analysis of confidential intelligence and investigative information relating to law enforcement operations involving violations of state and federal laws; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in criminal intelligence, criminal justice, investigative law enforcement or a related field of investigation will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Requests and receives information of a confidential nature. Compiles, analyzes and disseminates information and criminal intelligence from various agencies to include state and federal agencies, regulatory agencies and the public. Coordinates inter-state and intra-state information pertaining to criminal activity and criminal movement and exercises independent judgment to insure that accurate and reliable information is disseminated. Interfaces with federal, state and local agencies as required on a case-by-case basis. Interprets and analyzes raw intelligence data to provide the investigating officer with identifying information on a confirmed and/or potential perpetrator to insure office safety and up-to-date information. Required to research criminal information through the use of the NCIC/LINK (National Crime Information Center/Law Information Network of Kentucky) terminal and in some instances make confirmation of current incarceration/disposition information. Responsible for data entry into the Intelligence Information System database of raw intelligence, developed lead information, news articles, and incoming intelligence reports. Identify suspected perpetrators (from individual officer/agency requests) and develop personal and criminal history for investigators.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.